

Payroll Calculator Biweekly Job Aid

This Job Aid is only intended to provide you with guidance and is NOT a guarantee of your net pay. The Payroll Calculator **WILL NOT** change the actual amounts in any of the UNM systems and can only be used as a tool to **estimate** your paycheck.

After your first pay check, you can view your paystub by logging into my.unm.edu. > Employee Life > Pay Information Quick links > Pay Stub (Sample Biweekly Pay Stub with benefits and deductions screenshot below)

Pay Stub Detail



University of New Mexico
Payroll Department
MSC01 1300
1 University of New Mexico
Albuquerque, NM 87131

Employee	UNM ID	Pay #	Seq #	Pay Period	Date	Doc #	Gross	Net Amount
		2R		02/18/17 - 03/03/17	03/10/17	4124401	961.60	551.02
Leave Type						Balance		
Annual Leave						237.58		
Sick Minor						162.02		
Document Type		Bank Name			Account Type		Amount	
Direct Deposit					Savings		50.00	
Direct Deposit					Savings		50.00	
Direct Deposit					Checking		451.02	
Earnings		Hours	YTD Hours		Current Amount		YTD Amount	
Regular Base Pay		71.00	379.90		853.42		4,566.40	
Overtime at 1.5 Rate		.00	.8		.00		14.42	
Prior Period Overtime @1.5		.00	2.8		.00		50.48	
Annual Leave		9.00	12.50		108.18		150.25	
Other Paid Leave		.00	8		.00		96.16	
Total Cash Earnings					961.60		4,877.71	
Taxes/Deductions /Benefits					Employee Current	Employee YTD	Employer Current	Employer YTD
Pre-Tax Deductions								
Delta Dental of New Mexico Premier Pre-tax					4.00	20.00	16.00	80.00
New Mexico Education Retirement Association					102.89	521.91	133.66	677.99
Parking Deduction Pre-tax					16.66	83.30	.00	.00
Pres Healthcare Pre-tax					59.50	297.50	238.00	1,190.00
Tax Sheltered 403(b) Plan					25.00	102.50	.00	.00
Tax Sheltered 457(b) Plan					25.00	95.00	.00	.00
Vision Service Plan Pre-tax					3.16	15.80	.00	.00
Taxes								
FICA Medicare Withholding					12.74	64.69	12.74	64.69
Federal Tax Withholding					77.61	405.25	.00	.00
New Mexico State Withholding					20.46	107.91	.00	.00
Social Security Withholding					54.45	276.59	54.45	276.59
Other Benefits/Deductions								
Long Term Care-Employee					1.90	9.50	.00	.00
Unemployment					.00	.00	1.44	7.32
Voluntary Employee Benef Assoc					7.21	36.09	7.21	36.09
Workers Compensation N-Haz					.00	.00	.58	2.93
Total					410.58	2,036.04	464.08	2,335.61

1

5

3.A

3.B

3

2

4

4.A

KEY:

Items circled in **RED** are found within Self Service and are used to calculate your paycheck depending on your selection. The final calculated amounts are located within each main section within your paystub.

Items within the **RED** rectangles notate the main areas where you can find the applicable information on either your paystub or Payroll Calculator on the screenshots.

Payroll Calculator

- Navigate to LoboWeb Self Service and select the My Pay Tile for access to the [PAYROLL CALCULATOR](#)
- Log in using your NetID and password.

SECTION 1: GROSS PAY

- Take your Gross Biweekly Pay amount found on your paystub in Box **1** above and enter it into the “Gross Pay for Pay Period” field in the calculator.
- Select “Biweekly” from the Pay Period dropdown. The “Periods Per Year” and “Estimated Gross Annual Pay” will automatically calculate and display.
- Taxable Fringe/Non-Cash Earnings:
 - These are hard to predict however if you take part in other benefits like the Dependent Education benefit, this will appear on your paycheck as a taxable fringe benefit. These amounts occur at different intervals throughout the year. See item **1.A** in the screenshot below.

The screenshot displays the 'Gross Pay' section of a payroll calculator. It features a blue header with the text 'Gross Pay'. Below the header, there are two main input fields: 'Gross Pay for Pay Period' and 'Taxable Fringe/Non-Cash Earnings'. The 'Gross Pay for Pay Period' field contains the value '\$ 961.60' and is highlighted with a red rectangle. The 'Taxable Fringe/Non-Cash Earnings' field contains the value '\$ 0' and is circled in red. Below these fields, there is a 'Pay Period' dropdown menu set to 'Biweekly' and a 'Periods Per Year' field set to '26'. At the bottom, the 'Estimated Gross Annual Pay' is calculated as '\$25,002'. Callout boxes labeled '1' and '1.A' point to the 'Gross Pay for Pay Period' and 'Taxable Fringe/Non-Cash Earnings' fields, respectively.

Field	Value
Gross Pay for Pay Period	\$ 961.60
Taxable Fringe/Non-Cash Earnings	\$ 0
Pay Period	Biweekly
Periods Per Year	26
Estimated Gross Annual Pay	\$25,002

SECTION 2: FILING STATUS, ADJUSTMENTS & WITHHOLDINGS

- Click the drop down for filing status in item **2.A** below and select your status to match your W4. You can find this information my.unm.edu > Staff tab > LoboWeb > Tax Forms > W4 Form > Next enter the number of your Federal Allowances in item **2.B** below for which you have already selected on your W4 form (or intend to select in order to use the calculator to estimate your paycheck based the new amounts). The same holds true for the Additional Withholding fields.
- Enter any additional Federal or State withholdings into the Payroll Calculator fields, if applicable.
 - If you elect *extra* Federal and State withholdings these should also be updated within LoboWeb.
 - If you normally have FICA withholding, select “No” in item **2.C** below.

Filing Status, Adjustments & Withholdings

2.A Filing Status
 Single or Married, but withhold at higher Single rate

2.B Number of Federal Allowances

Additional Withholding - Federal
 \$ 0

Additional Withholding - State
 \$ 0

2.C Are you FICA Exempt?
 Yes No

Are you eligible to contribute to a UNM Retirement Plan? Yes No

Are your medical deductions Pre-tax? Yes No

Please visit <https://hr.unm.edu/benefits/calculator> in order to retrieve your medical, dental and vision benefit deductions.

SECTION 3: PRE-TAX DEDUCTIONS

- Elective Retirement Tax Deferred Annuities
 - Consult with your Employment Area regarding eligibility for elective Retirement Manager Accounts.
 - Enter your elected estimated amounts in the applicable field which will be deducted for Annuity contributions. See item **3.A** in the screenshot below.
 - **NOTE:** If you currently have annuity contributions deducted from your paycheck and want to make changes to these contributions, you must do so through Retirement Manager in LoboWeb.
- Elective Medical, Dental, Vision, Flex Spending & Parking Deductions
 - If you selected “Yes” indicating your medical deductions are Pre-Tax, scroll to the sample paystub item **3.A** screenshot above and enter the amounts in the applicable fields.
 - Your Medical, Dental, Vision, Flex Spending & Parking Deductions should be entered as you see them on your paystub. See items marked **3.B** in the calculator screenshot below

Pre-Tax Deductions

3.A 403(b)/457(b) Tax Deferred Annuities

3.B Parking

3.B Flexible Spending Acct-Child

3.B Medical

3.B Vision

3.B Flexible Spending Acct-Health

3.B Dental

SECTION 4: POST-TAX DEDUCTIONS

- Post-Tax Deductions:
 - Enter other Post-Tax elective deduction amounts in section 4 in sample paystub screenshot above.

Post-Tax Deductions

Do you contribute to VEBA? ?

Yes No

Add Another Deduction +

Other Deduction

\$ 6.00

- VEBA: The VEBA deduction radio button should be selected in the Payroll Calculator only if you see it on your current paystub for line 4.A in the Paystub screenshot above.

SECTION 5: ESTIMATED PAY CHECK

- After you have entered all the fields, item 5 below will display the estimated net pay.

Estimated Pay Check

Estimated NET Take-Home Pay: \$551

Pre-Tax Deductions:	\$133	Retirement:	\$103
FICA Medicare Withholding: ?	\$13	Federal Tax Withholding: ?	\$78
NM State Withholding: ?	\$20	Social Security Withholding: ?	\$54
Post Tax Deductions:	\$2	VEBA:	\$7

Disclaimer:

The calculator is only meant to provide general guidance and estimates for your typical payroll only. The calculator does not provide calculations for one-time payments, adjustments, or non-standard pay that require withholding rates different from your Form W-4. The calculator does NOT factor in any actual year-to-date amounts from your previous paystubs. Employees cannot rely upon the calculator to calculate exact taxes, exact net payroll, or other exact amounts. The calculator is not intended to provide tax or legal advice and the Payroll Department will not answer these types of questions. You should consult with a professional advisor or accountant concerning your specific concerns.